



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Licensed Vocational Nurse
Posting Number	PN# 107043
Department	Health & Human Services
Division	Neighborhood Services
Section	Various
Reporting Location	Various
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

**CORE FUNCTIONS**

- Interviews patients and records their medical history; verifies medical histories and screens immunization records.
- Administers injections and medications using for the 5 rights of medication administration.
- Assists with patient follow-up; assists nurses or physicians as directed.
- Maintains inventory of supplies and medications and cleanliness of the office/clinic.
- Participates in Quality Improvements activities to include chart reviews and fee tickets.

**WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

**MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of nursing experience is required.

**MINIMUM LICENSE REQUIREMENTS**

Must have a current vocational nursing license from the State of Texas. Must have valid Texas Driver's License and comply with the City of Houston's policy on driving (AP2-2).

**PREFERENCES**

Preference will be given to applicants with Public Health experience.  
Strong oral, written and organizational skills.  
Bilingual (English/Spanish).

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITIONS**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 12	
\$976 - \$1,143 Biweekly	\$25,388 - \$29,716 Annually

**OPENING DATE**

October 12, 2005

**CLOSING DATE**

October 18, 2005

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9471.

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